



ENVIRONMENTAL MANAGEMENT PROGRAM

STANDARD ENVIRONMENTAL OPERATING PROCEDURE

RDD-SEOP 4.3.4

REFUSE
DISPOSAL
DIVISION

1.0 PURPOSE AND SCOPE

- 1.1 The Refuse Disposal Division establishes and maintains an Environmental Management Program (EMP), for achieving its environmental objectives and targets, in accordance with section 4.3.4 of the ISO 14001 international standard.
- 1.2 This procedure applies to all relevant levels within the Refuse Disposal Division's operations.

2.0 DEFINITIONS

Environmental Management Program - (EMP): is a structured program developed by RDD for ensuring that responsibilities are assigned, resources allocated and timeframes are identified to attain the organization's objectives and targets.

Environmental Objective - is defined as an overall environmental goal that the Refuse Disposal Division seeks to achieve, based upon its established Environmental Policy. Wherever possible, environmental objectives should be quantified in order to facilitate the evaluation of environmental performance and the measurement of progress toward specific environmental targets.

Environmental Target - is defined as a detailed performance requirement, quantified wherever practical, that arises from an environmental objective and that needs to be set and met in order for the objective to be achieved. For example, if reduction in the use of diesel fuel were an environmental objective, a specific percentage decrease in the associated usage rate could be established as an associated target.

Environmental Performance Indicators - (EPIs) are measurement tools, selected by RDD management that can be used to support the evaluation of environmental performance in relation to a specific target. EPIs may be adjusted to meet specific management needs or, as necessary, to ensure progress toward specific environmental targets.

Major Operations - are defined as the RDD sections that are supervised by the senior staff. These areas include the Miramar Landfill Fee Booth, Disposal Operations, Landfill Capacity Development, Landfill Gas Management, Biological Services, RDD Administration, Surface Maintenance (NPDES), Groundwater Monitoring, and the Greens Processing Area.

Environment - is defined as the physical surroundings in which RDD operates or discharges, including air, water, land, natural resources, and humans and their interrelationships.

3.0 RESPONSIBILITY AND AUTHORITY

- 3.1 Deputy Director - is responsible for reviewing and approving the EMP as well as the annual performance report, submitted from the Section Managers via the EMR.
- 3.2 Section Managers - are responsible for assisting the EMR in the development and the annual update of the EMP. Section Managers are also responsible for setting and meeting the objectives and targets associated with the operations under their purview.
- 3.3 Environmental Management Representative (EMR) - is responsible, along with the Section Managers, to ensure that the Environmental Management Program (EMP) addresses the objectives and targets in each area of the Division's operations. The EMR and Section Managers are responsible for the overall monitoring and annual review of the EMP in relation to meeting the Division's objectives and targets. The EMR is also responsible for ensuring that such reviews are completed in time to support Refuse Disposal Division's annual planning and budgeting activities.

4.0 PROCEDURE

General

Environmental Management Program

Based upon the identification of objectives and targets, the EMR shall coordinate the establishment and review of the EMP on an annual basis. The EMP shall be prepared once the objectives and targets have been finalized and assigned to the respective sections concerned. Section Managers assigned with the task of working out the plan to achieve the objectives and targets shall discuss issues with relevant persons within their section when developing the EMPs.

- 4.1 The Section Managers are to ensure that the EMP established is feasible and achievable within the available resources and timeframe.
- 4.2 The EMP shall clearly define the level of responsibilities and participation within functional areas of the organization and the means and timeframe to achieve the activities.
- 4.3 A meeting shall be called and chaired by the Environmental Management Representative to review and approve the EMP by the Deputy Director and Section Managers.
- 4.4 Objectives, targets and progress of the EMP shall be reviewed periodically (monthly) by the EMR and by the Deputy Director during management reviews. Respective Section Managers are to submit the progress of their portion of the EMP during such reviews.
- 4.5 The EMP can be amended to provide for changes in product, process and new developments. Amendments to the EMP shall be reviewed as in Step 4.4. The respective Section Managers shall initiate amendments to the EMPs subject to approval by the EMR and Deputy Director.

- 4.6 On completion of the EMP, the EMR shall prepare an annual report for submission to the Deputy Director. Section Managers are required to submit final results of their section's activities for meeting their objectives and targets to the EMR for incorporation into this report.

5.0 REFERENCES

RDD SEOP 4.3.1 "Identification and Assessment of Environmental Aspects/Impacts and Significant Aspects"

RDD SEOP 4.3.3 "Environmental Objectives and Targets"

Prepared by: Environmental Management Representative

Reviewed by: Section Managers

Approved by: Steven F. Fontana

Deputy Environmental Services Director, Refuse Disposal Division

The on-line version and secured hardcopy are the controlled documents. The secured hardcopy will be identified by a "Controlled Copy" stamp (in red) and the RDD Deputy Director's signature. Any other documents are uncontrolled. Verify revision level status on-line or contact the EMR.